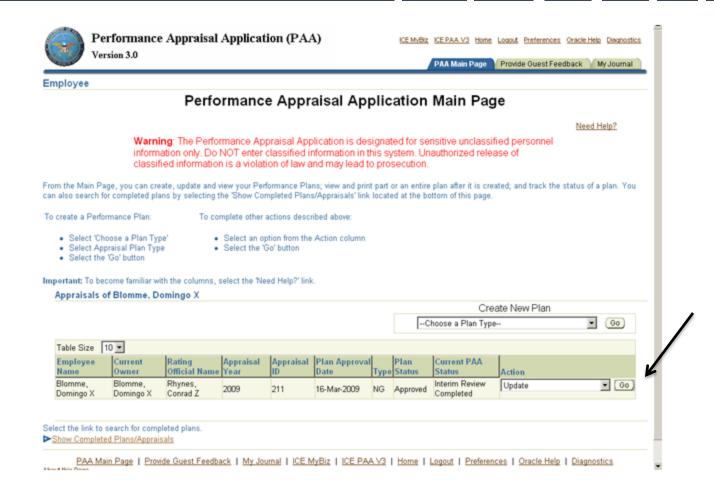


Introducing the National Guard Performance Appraisal Application (PAA)

This briefing is UNCLASSIFIED



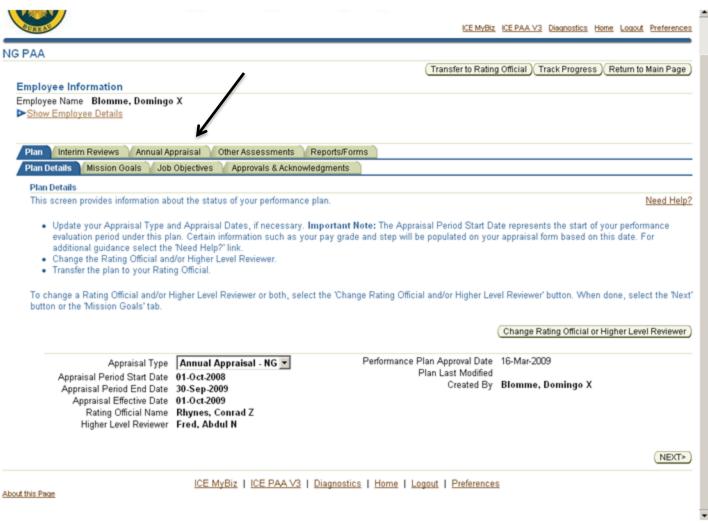
Annual Appraisal- Employee



To begin the Annual Appraisal the employee selects Update and then the Go button.



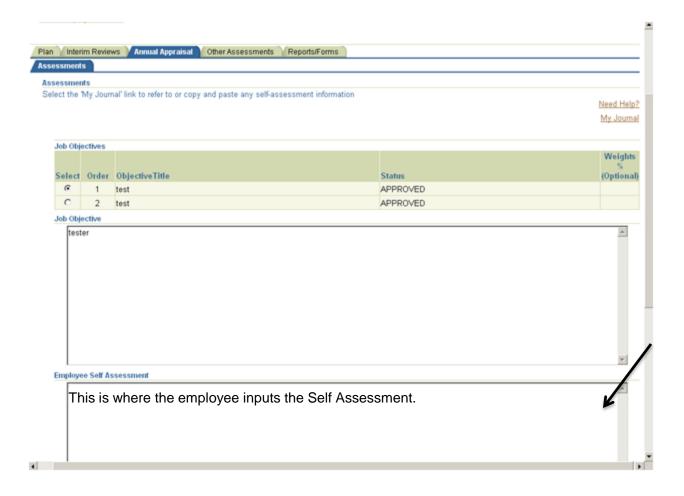
Annual Appraisal- Employee



The employee would then select the Annual Appraisal Tab.



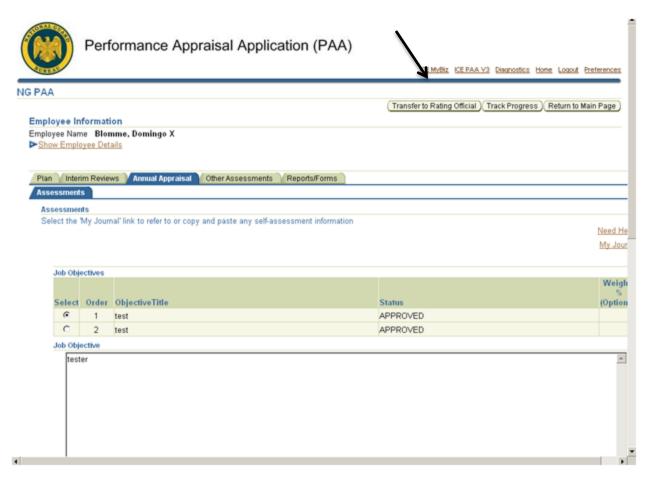
Annual Appraisal- Employee



This is where the employee would input their Annual Appraisal Self Assessment for each one of their job objectives.



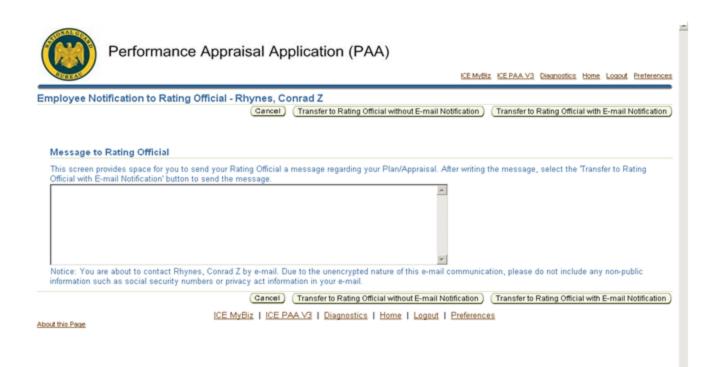
Annual Appraisal- Employee



After completing the Self Assessment for each job objective the employee selects the Transfer to Rating Official button.

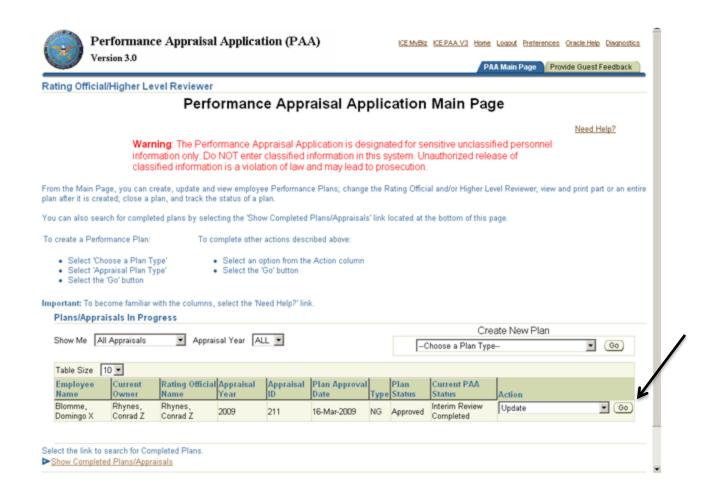


Annual Appraisal- Employee



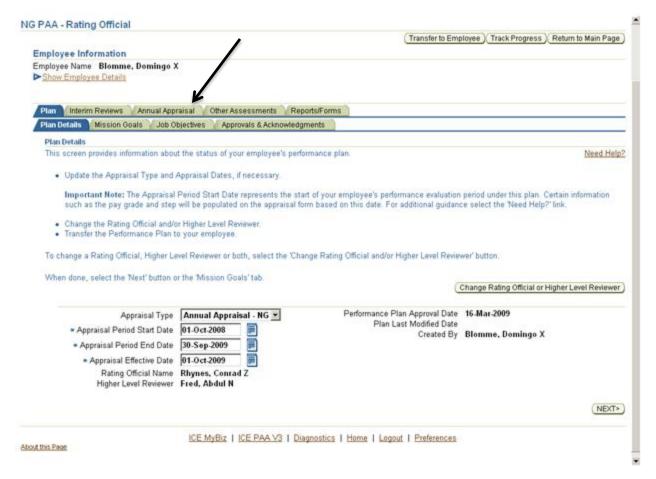
From this page the employee transfers the Annual Appraisal to the Rating Official for review and approval. If the employee transfers it using the Transfer to Rating Official with Email Notification option, the text box appears in the body of an email delivered to his/her email. The email address must be updated in My Biz or My Workplace for this functionality to work.





From the Main Page the Rating Official selects Update and then the Go button to begin reviewing the Annual Appraisal Self Assessments.

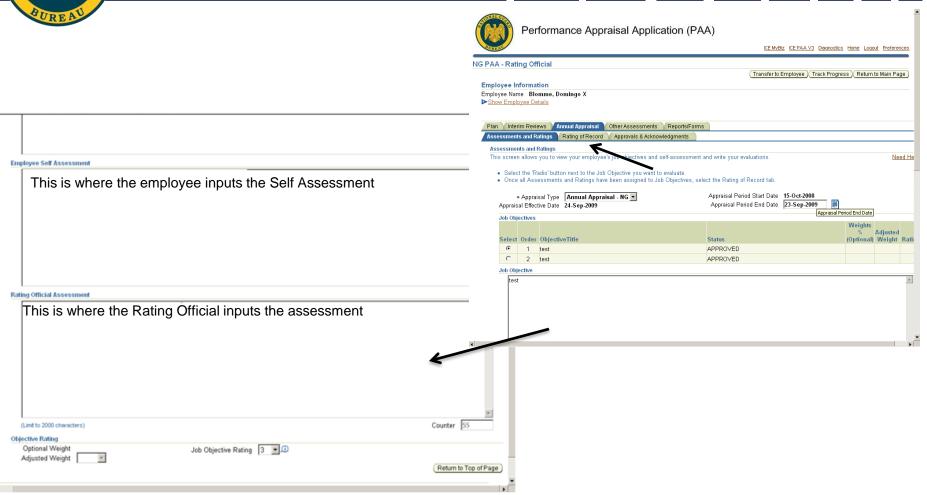




From the Plan Details Tab the Rating Official selects the Annual Appraisal Tab.

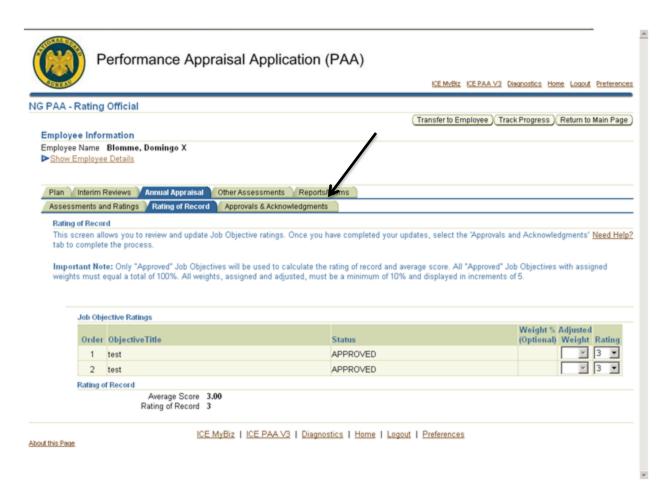


Annual Appraisal-Rating Official



This is the location for the Rating Official to input the Annual Appraisal Assessment and the Job Objective Rating. Click on the Rating of Record Tab to continue.

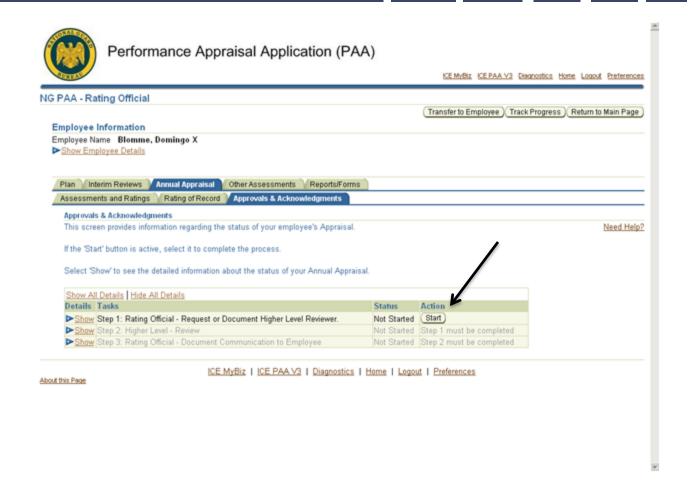




From this page the Rating Official can rate the job objective. You will also see the average score and the Rating of Record. From here the Rating Official will go to the Approvals and Acknowledgment Tab.



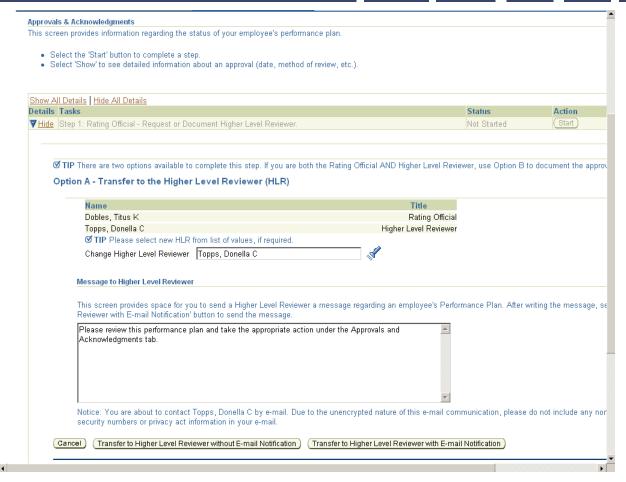
Annual Appraisal-Rating Official



From the Approval and Acknowledgments Tab the Rating Official selects the Start button after the Annual Appraisal Assessments are put in for each job objective.



Annual Appraisal-Rating Official



From the Approvals and Acknowledgments tab, using Option A, the Rating Official can transfer the plan to the Higher Level Reviewer for review.

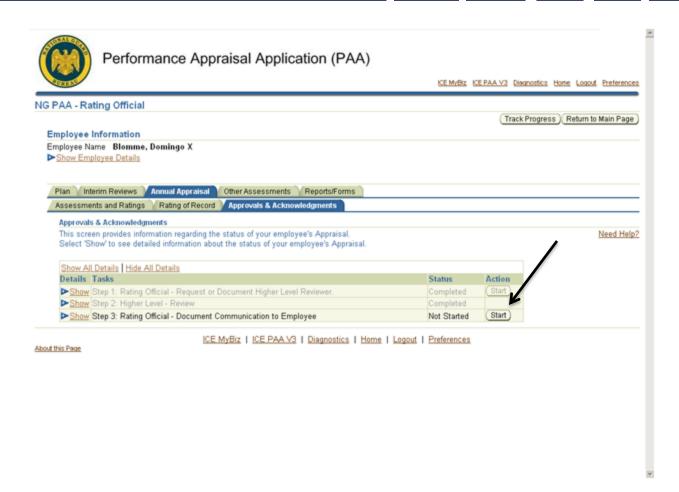


Annual Appraisal-Rating Official

Method Cancel	
Not Started Step 1 must be comple	
Not Started Step 2 must be comple	
Not Started Step 3 must be comple	

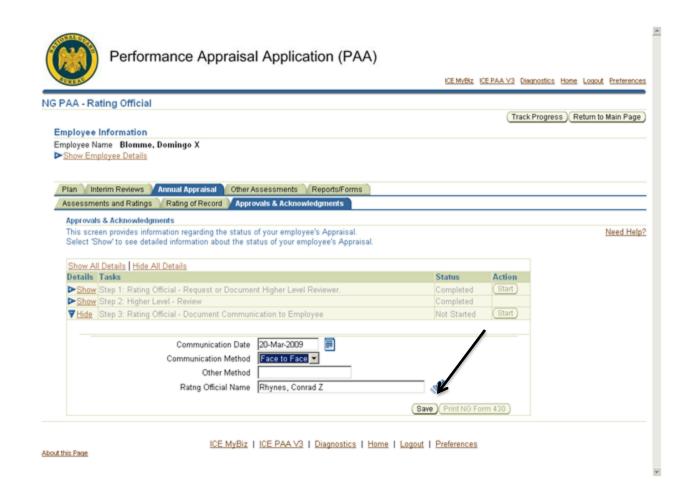
Using Option B, the Rating Official can document Higher Level Reviewer concurrence. The Rating Official completes this step once they have reviewed the plan and are ready for second-level review.





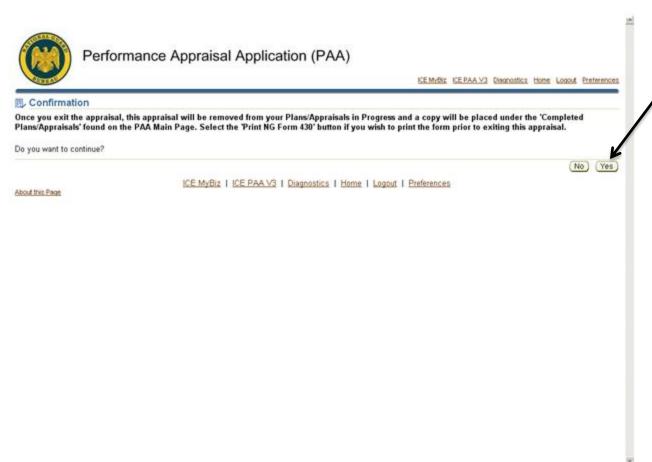
At this point the Rating Official will begin documenting communication to the employee and the acknowledgment of the Annual Appraisal Rating by selecting the Start button.





From this page the Rating Official documents the communication to the employee of the Annual Appraisal.

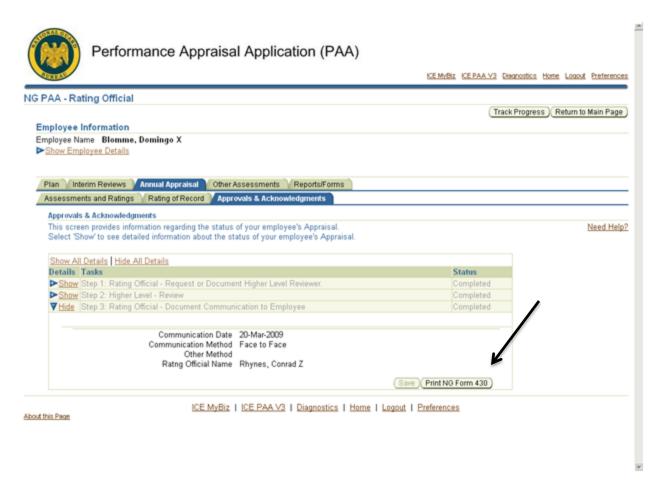




The Rating Official selects the Yes button to complete the Annual Appraisal.



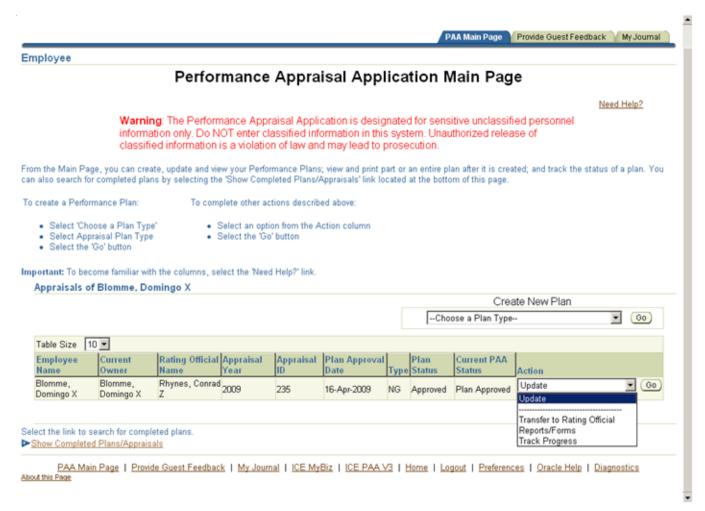




The Rating Official selects the Print NG Form 430 to print the document.



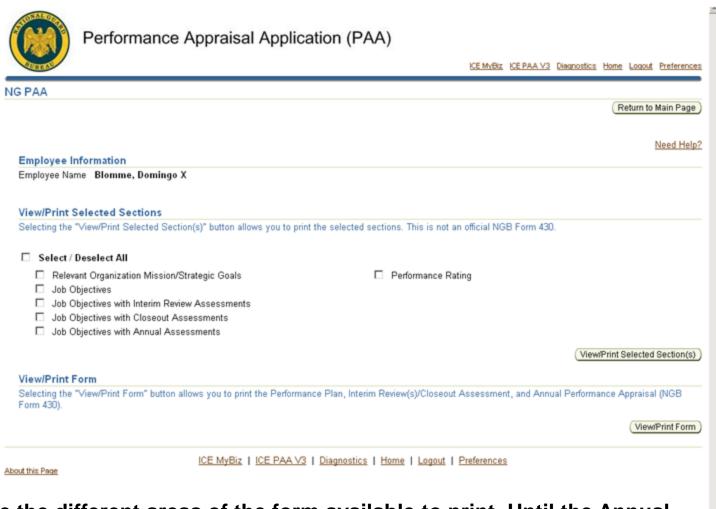
Reports and Forms



From this Main Page the employee, Rating Official, or Higher Level Reviewer can select the Reports/Forms option to begin viewing or printing selectable reports and forms.



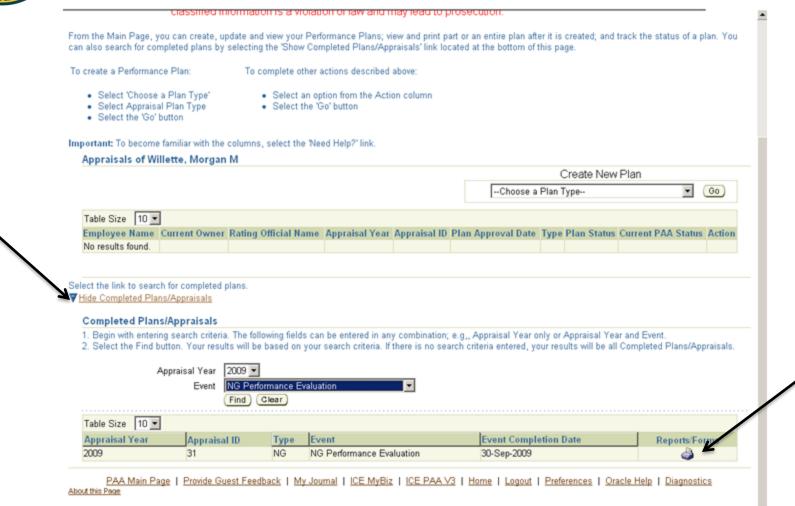
Reports and Forms



These are the different areas of the form available to print. Until the Annual Appraisal is complete the Form 430 will be a working copy.



Reports and Forms



In order to view or print completed appraisals, select Show Completed Plans and Appraisals from the Main Page. From this area you can search by Appraisal Year and print by selecting the printer icon.



Lessons Learned:

- Position Hierarchy has to be reviewed at least bi-annually and when promotions are being processed
- Position supervisory coding must be checked if AGR/TECH Supvisors cannot see their MyWorkplace Responsibilities
- Ensure that all technicians and supervisors register in MyBIZ/MyWorkplace prior to implementation
- Clearly explain the process of each step:
 - 1. Setting up the Plan
 - 2. Interim Review
 - 3. Appraisal Rating
- Watch the deadlines and ensure the mass email gets submitted to NGB-TNH to remind technicians and supervisors of upcoming PAA actions that need to be performed
- Stress that the inclusion dates must be verified in both the plan detail TAB and Job Objectives TABs
- Each level (employee, RO, HLR) must understand their roles completely for the PAA to function effectively
- HRO must be prepared for questions within the ERS/PSM areas. May need to review State Policies